

MAYOR AND CITY COUNCIL

To develop policy and legislative actions that provide a safe, healthy environment and a high quality of life for those who live, learn, work in and visit the city of Long Beach.

Key Contacts

Beverly O'Neill, Mayor

Bonnie Lowenthal, Councilmember, 1st District

Dan Baker, Councilmember, 2nd District

Frank Colonna, Councilmember, 3rd District

Patrick O'Donnell, Councilmember, 4th District

Jackie Kell, Vice-Mayor, 5th District

Laura Richardson, Councilwoman, 6th District

Tonia Reyes Uranga, Councilmember, 7th District

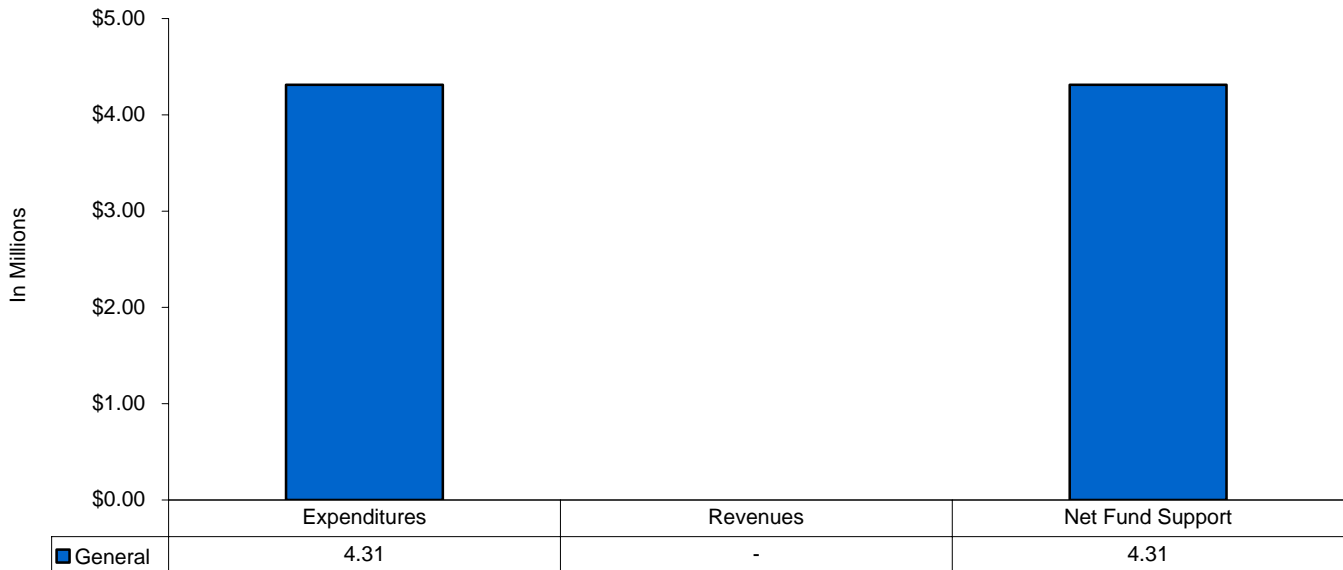
Rae Gabelich, Councilwoman, 8th District

Val Lerch, Councilmember, 9th District

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Mayor and City Council Department Summary

Adopted* FY 05 Budget by Fund



The Mayor and City Council is an elected official department.

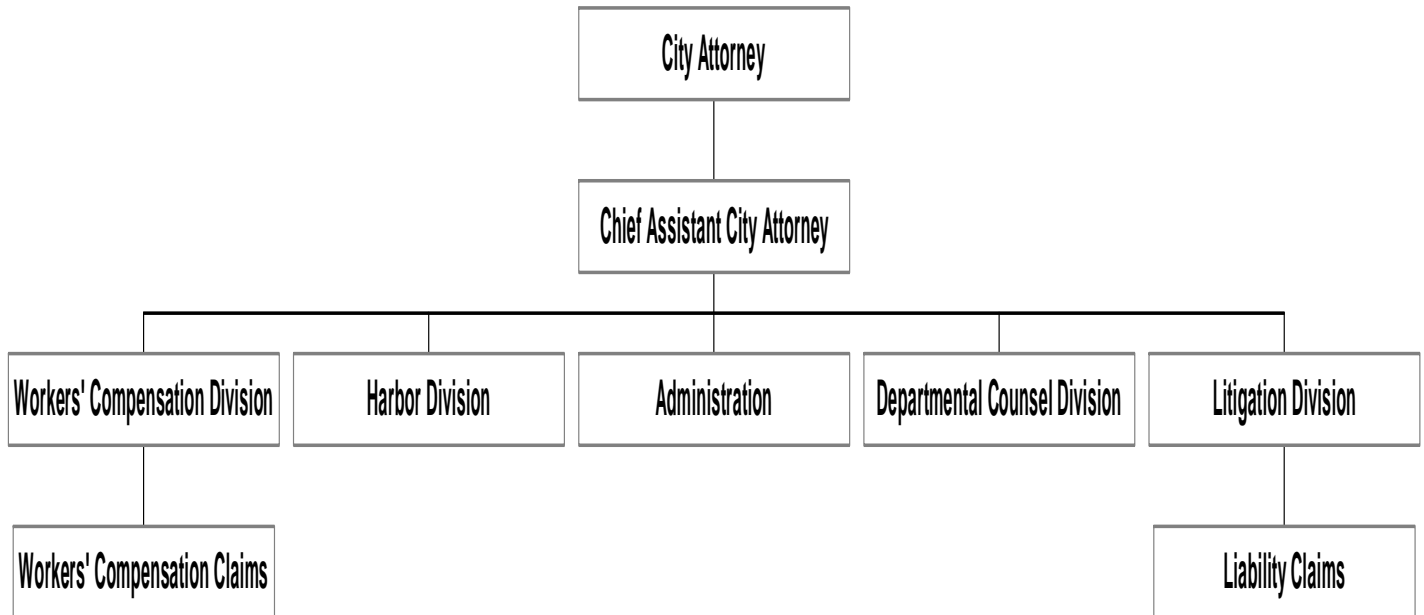
	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
Expenditures:					
Salaries, Wages and Benefits	3,171,080	3,373,655	3,373,655	3,288,191	3,803,884
Materials, Supplies and Services	355,256	300,798	308,731	316,245	232,623
Internal Support	366,091	370,980	370,980	284,706	276,203
Capital Purchases	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers from Other Funds	180	-	-	15,859	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	3,892,607	4,045,433	4,053,366	3,905,000	4,312,710
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	(15)	-	-	1,250	1,250
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	(15)	-	-	1,250	1,250
Personnel (Full-time Equivalents)	55.60	52.17	52.17	52.17	53.13

* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

** Unaudited

Mayor and City Council Department Personal Services

Classification	FY 03 Adopt FTE	FY 04 Adopt FTE	FY 05 Adopt FTE	FY 04 Adopted Budget	FY 05 Adopted Budget
City Mayor	1.00	1.00	1.00	104,793	106,678
Administrative Aide I	1.00	3.00	3.50	112,208	132,368
Administrative Aide II	6.10	5.38	3.00	199,982	125,823
Administrative Analyst I	3.75	2.74	3.24	145,011	180,250
Administrative Analyst II	9.45	6.37	4.97	409,857	323,488
Administrative Analyst III	7.65	8.82	9.82	605,265	676,741
Administrative Intern-NC/H30	-	-	1.00	-	20,880
Administrative Intern-NC/H36	0.30	0.15	-	4,059	-
Assistant Administrative Analyst I	-	2.00	4.00	82,820	172,036
Assistant Administrative Analyst II	0.10	0.10	0.10	5,197	5,459
City Council Member	9.00	9.00	9.00	233,914	238,623
Clerk I	0.25	-	1.00	-	23,935
Clerk Typist I	-	0.11	1.00	2,607	24,881
Clerk Typist II	1.00	1.00	1.00	29,812	29,812
Clerk Typist III	3.00	2.00	4.00	71,208	140,082
Councilmanic Secretary	1.00	1.00	1.00	61,961	63,504
Executive Assistant-Mayor/Council	1.00	1.00	1.00	75,070	75,070
Legislative Assistant	11.00	8.50	4.50	389,660	217,098
Subtotal Salaries	55.60	52.17	53.13	2,533,423	2,556,728
Overtime	---	---	---	---	---
Fringe Benefits	---	---	---	745,054	1,213,212
Administrative Overhead	---	---	---	132,739	97,342
Salary Savings	---	---	---	(37,562)	(63,399)
Total	55.60	52.17	53.13	3,373,654	3,803,884



CITY ATTORNEY

To provide strategic, creative, proactive legal counsel, services, structures and solutions as well as a streamlined, efficient service delivery process that supports our clients with reference to all of their functions, powers and duties under the City Charter and State and Federal laws and in the achievement of their goals.

Key Contacts

Robert E. Shannon, City Attorney

Heather A. Mahood, Chief Assistant City Attorney

Michael J. Mais, Assistant City Attorney

Dominic T. Holzhaus, Principal Deputy

Belinda R. Mayes, Principal Deputy

Barbara D. DeJong, Principal Deputy

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Fiscal Year 2003 Major Accomplishments

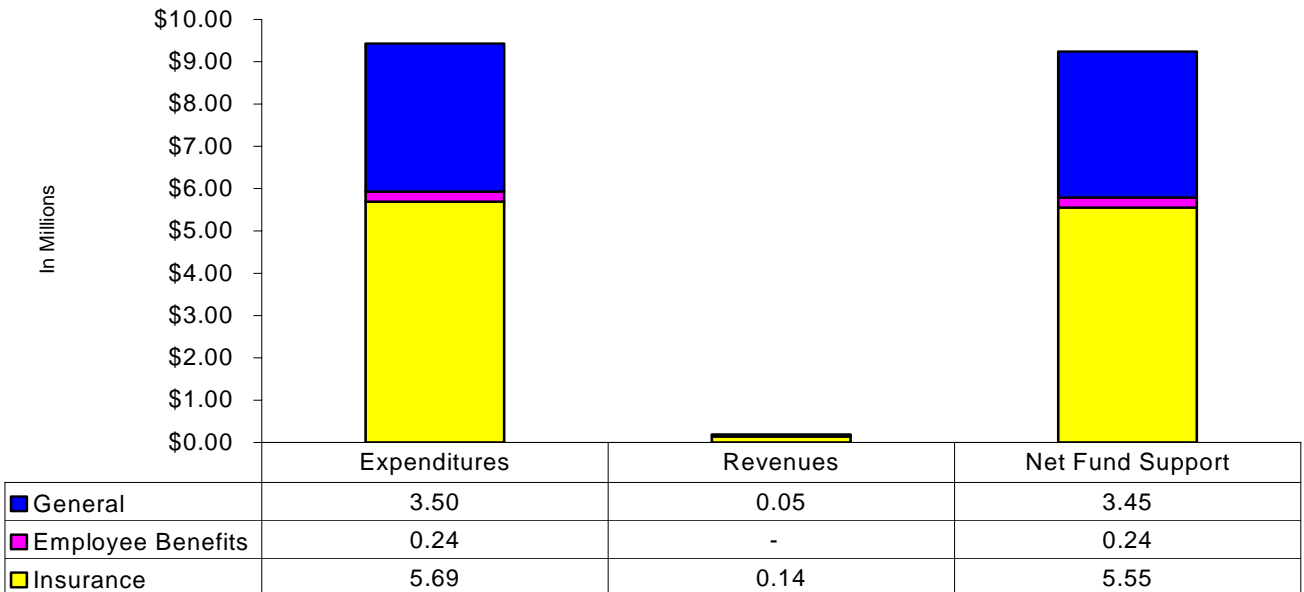
- For a list of accomplishments, please refer to the *City Attorney Annual Report* at:

www.longbeach.gov/attorney



City Attorney Department Summary

Adopted* FY 05 Budget by Fund



	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
Expenditures:					
Salaries, Wages and Benefits	6,508,388	6,963,029	6,963,029	6,667,525	7,952,772
Materials, Supplies and Services	511,220	651,300	656,090	668,775	651,300
Internal Support	686,650	801,204	801,204	748,319	740,722
Capital Purchases	9,164	34,107	34,107	-	34,107
Debt Service	-	-	-	-	-
Transfers from Other Funds	(189,226)	(177,000)	(177,000)	(159,498)	(177,000)
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	7,526,197	8,272,640	8,277,430	7,925,120	9,201,901
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	217,380	147,500	147,500	169,865	147,500
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	217,380	147,500	147,500	169,865	147,500
Personnel (Full-time Equivalents)	75.00	75.00	75.00	75.00	75.00

* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

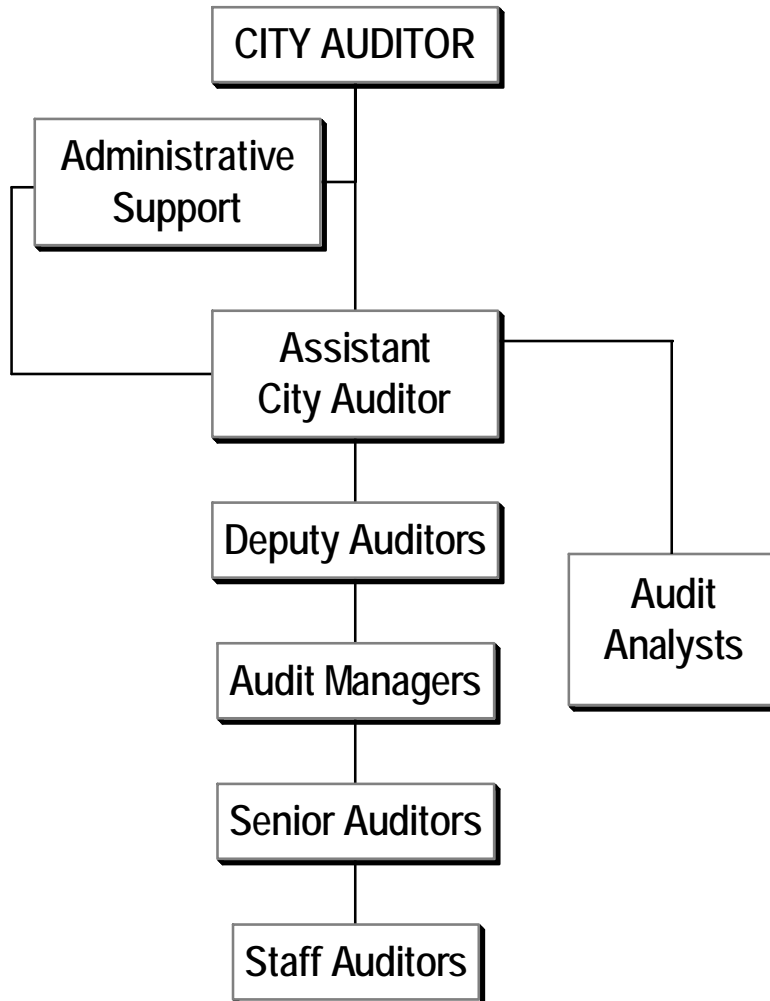
** Unaudited

Note: The City Attorney has committed to leaving 4 of the 75 FY 05 budgeted staff positions vacant to assist with the City's budget crisis.

City Attorney Department Personal Services

Classification	FY 03 Adopt FTE	FY 04 Adopt FTE	FY 05 Adopt FTE	FY 04 Adopted Budget	FY 05 Adopted Budget
City Attorney	1.00	1.00	1.00	196,610	200,149
Assistant City Attorney	1.00	2.00	2.00	299,662	320,465
Chief Investigator	1.00	1.00	1.00	89,277	89,277
Claims Investigator/Representative I	1.00	-	-	-	0
Deputy City Attorney	17.00	17.00	18.00	1,879,702	2,013,768
Executive Secretary - Confidential	3.00	2.00	2.00	123,047	124,892
Investigator III	3.00	3.00	3.00	232,896	232,896
Legal Administrator	-	-	1.00	-	81,145
Legal Assistant	-	3.00	3.00	161,158	166,911
Legal Assistant I	1.00	1.00	1.00	45,819	45,819
Legal Assistant II	1.00	2.00	1.00	96,349	48,174
Legal Assistant III	9.00	7.00	7.00	382,165	379,550
Legal Assistant IV	5.00	4.00	5.00	229,880	287,351
Legal Assistant - Subrogation	1.00	1.00	1.00	60,343	60,343
Legal Office Assistant	2.00	2.00	2.00	78,116	78,116
Legal Office Specialist	1.00	1.00	1.00	41,081	41,081
Legal Records Assistant	2.00	2.00	2.00	63,278	69,896
Legal Records Management Supervisor	1.00	1.00	1.00	62,970	62,970
Legal Records Specialist	1.00	1.00	1.00	39,058	39,058
Liability Claims Assistant II	1.00	1.00	1.00	45,819	45,819
Manager - Workers' Compensation	1.00	1.00	1.00	83,666	83,666
Office Manager - Attorney	1.00	1.00	-	77,281	-
Paralegal	2.00	2.00	2.00	127,949	131,117
Principal Deputy City Attorney	4.00	3.00	3.00	423,239	423,239
Senior Deputy City Attorney	1.00	1.00	-	137,989	-
Senior Workers' Comp Claims Examiner	2.00	2.00	2.00	145,662	145,662
Workers' Comp Administrative Assistant	1.00	1.00	1.00	60,900	62,728
Workers' Comp Claims Assistant	1.00	2.00	2.00	101,955	112,779
Workers' Comp Claims Examiner	3.00	3.00	3.00	189,255	199,906
Workers' Comp Office Assistant I	5.00	4.00	4.00	118,880	120,841
Workers' Comp Office Assistant II	2.00	3.00	3.00	113,787	111,729
Subtotal Salaries	75.00	75.00	75.00	5,707,794	5,779,350
Overtime	---	---	---	33,140	33,140
Fringe Benefits	---	---	---	1,344,457	2,317,957
Administrative Overhead	---	---	---	267,638	241,330
Salary Savings	---	---	---	(390,000)	(419,005)
Total	75.00	75.00	75.00	6,963,029	7,952,772

Note - The FY 05 Salary Savings denote 4 positions that will be kept vacant during the year to assist with the City's budget crisis.



CITY AUDITOR

The mission of the City Auditor's Office is to protect the public's interest and assets; ensure City resources are used to provide optimum benefits to the city's residents; enable the public's trust in City financial information; and improve the quality of, and confidence in City decision making.

Key Contacts

Gary L. Burroughs, City Auditor

J.C. Squires, Assistant City Auditor

Sam Joumbat, Deputy City Auditor

Kathleen M. O'Connell, Deputy City Auditor

Janet E. Sutter, Deputy City Auditor

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Department Goals and Related Services

Goal 1 Protect the public interest and promote good government

Service/Program

Analytic Analysis

Economic Analysis of significant transactions and business deals

Financial Auditing

Fraud Investigations

Internal Control Reviews

Operational Audits

Revenue Audits

Strategic Planning

Goal 2 Audit all disbursements as required by the City Charter

Service/Program

Audit all pending payment vouchers for compliance with City policies and regulations

Strive to provide next day approval on all payment vouchers submitted

Goal 3 Audit cash and investments as required by the City Charter

Service/Program

Audit the City treasury once each quarter as required by the City Charter

Goal 4 Perform the Annual Financial Audits as required by the City Charter

Service/Program

Perform the annual financial audit of the City and its financial component units

Fiscal Year 2004 Accomplishments

Business Growth and Workforce Development

- For the first nine months of FY 04:
 - Published 34 audit reports resulting in claims of \$19 million and proposed organizational changes of over \$6 million.
 - Provided professional consulting to the City Council and management.
 - Contributed hundreds of hours in professional staff time to participate on optimization committees with management resulting in \$4.5 million of planned savings.
- For the first nine months of Fiscal 2004, audited 112,875 payment vouchers totaling \$439 million and issued 331 audit exceptions totaling \$5.1 million.
- Audited the City's \$1.3 billion treasury each quarter to ensure the City's investments are in compliance with the State Government Code and City investment policy to ensure they were properly safeguarded with no exceptions noted.
- Audited the City's Comprehensive Annual Financial Report and 13 component unit financial statements and found no material misstatements of financial information presented by management.

Fiscal Year 2005 Department Opportunities and Challenges

Opportunities

- Auditing pays. Annually the City Auditor's Office returns savings and revenue well beyond the cost of the Office. Expanding the number of auditors has traditionally increased the recoveries and efficiencies.

Challenges

- As organizations are downsized and struggle with change and financial hard times, the risk that error or misappropriation occurs, and the probability increases that these could go undetected.

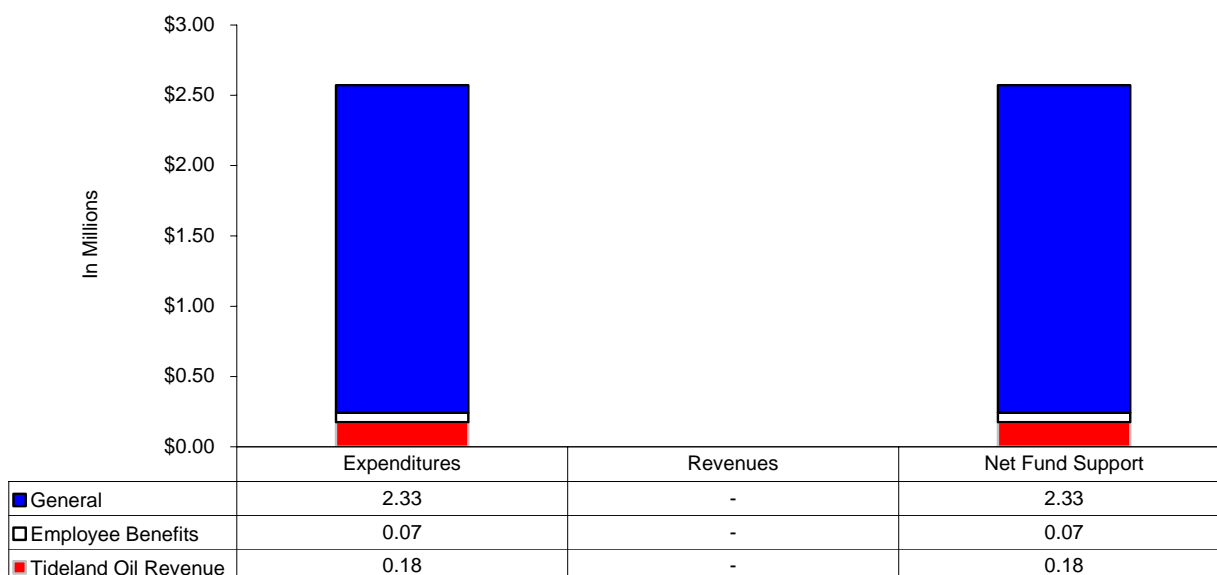
Notes

The City Auditor is independently elected and is, by City Charter, not under the authority of the City Manager or City Council. All audits are conducted based on the professional judgment of the City Auditor and his professional staff in accordance with Generally Accepted Auditing Standards.



City Auditor Department Summary

Adopted* FY 05 Budget by Fund



	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
Expenditures:					
Salaries, Wages and Benefits	1,612,984	1,884,193	1,884,193	1,781,567	2,142,749
Materials, Supplies and Services	241,722	320,000	389,615	148,788	320,000
Internal Support	107,901	97,300	97,300	111,258	109,241
Capital Purchases	21,626	-	-	-	-
Debt Service	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	1,984,233	2,301,493	2,371,108	2,041,612	2,571,990
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	-	-	-	-	-
Other Revenues	1,799	-	-	250	-
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	-	-	-	-	-
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	-	-	-
Operating Transfers	-	-	-	-	-
Total Revenues	1,799	-	-	250	-
Personnel (Full-time Equivalents)	22.00	22.00	22.00	22.00	22.00

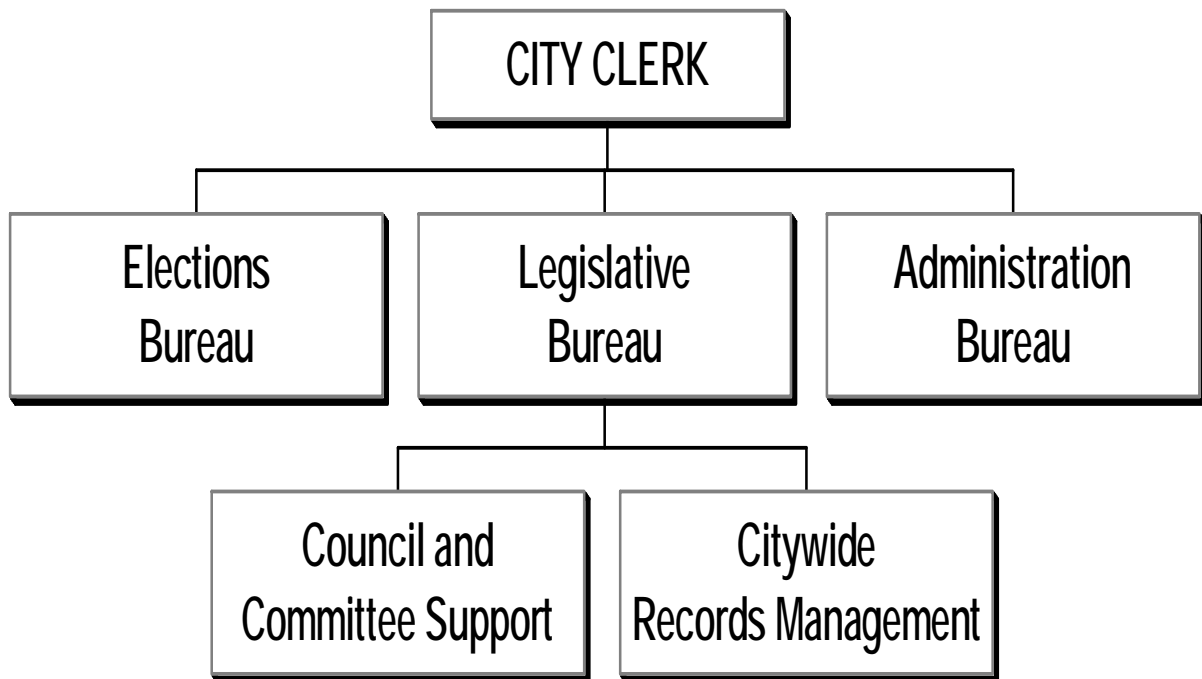
* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

** Unaudited

Note: The City Auditor has committed to leaving 3 of the 22 FY 05 budgeted staff positions vacant to assist with the City's budget crisis.

City Auditor Department Personal Services

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CITY CLERK

The City Clerk Department is committed to pursuing excellence through trust, respect, caring, and by being accountable and responsible, by following these guiding principles: Provision of accessible legislative services to all, including the obligation to inform and notify the public; Conducting all elections in an efficient and accurate manner and as mandated by law; Recording and maintaining official City government documents in a manner that promotes security and ease of retrieval.

Key Contacts

Larry Herrera, City Clerk

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Department Information

The City Clerk Department is organized into three functional units:

Administration

This unit is responsible for management and coordination of department operations related to: budgeting, accounting, payroll, human resources, employee development, internal communications and City safety programs. This unit coordinates the development of the annual budget, assists other managers regarding human resources, maintains the employee orientation and development program, supports development and monitoring of the department strategic plan, formulation of department policy, development of performance measures and supervision of “front office” services.

Legislative

Consistent with the provisions of California’s public meeting laws and the Public Records Act, this unit is responsible for the transparent presentation and retention of the City’s legislative histories that present and archive the laws, policies and decisions of the City Council and other public boards. The unit assembles and distributes all documents related to the presentation and deliberations of policy and program issues as reported upon and recommended by the City Manager, City Attorney, City departments, and the public.

This unit is responsible for the preparation of agendas, posting and publishing public notices as required by law, recording of actions, acceptance of damage claims and subpoenas, and the retrieval of actions, reports and studies presented to the City Council and other public boards. The unit also administers the citywide records retention and destruction program at on-site and off-site storage locations.

Furthermore, this unit provides counter, telephone and Internet service to all customers seeking information (agendas, minutes and supporting reports) regarding City Council and other public board deliberations as retained in the legislative information management system, the on-line City Charter and Municipal Code, and document imaging storage and retrieval system, including processing and indexing all contract documents filed with the City Clerk.

Elections

This unit is responsible for the management and conduct of City, school district, and community college district elections comprising 23 elected offices and 220,000 registered voters. Other responsibilities include: import and verification of voter registration data from the Los Angeles County Registrar, design and maintenance of precinct and district boundaries, identification and assessment of polling places, recruitment and training of elections officers, maintenance and testing of vote tally equipment, development and publishing of sample ballots and official ballots, distribution and processing absentee ballot applications and petitions. The unit also manages candidate and campaign finance filings, statements of economic interest, and voter education and outreach programs.

Department Goals and Related Services

Goal 1 Administration Bureau

Service/Program

Operations Manual – Coordinate the development of an operations manual for the City Clerk Department functions.

Employee Development – Develop an employee orientation program and performance measures policy. Provide necessary training and resources to implement reclassification study recommendations. Make available training/cross-training opportunities as new technology is implemented.

Public Counter – Develop a new front counter environment and operation to enhance public service.

Employee Recognition Program – Design an employee recognition program that will acknowledge individual and team contributions towards achieving our Department's goals and objectives.

ADA Council Support – Coordinate Americans with Disabilities Act (ADA) compliance upon request from any member of the public to allow for their participation in City Council Meetings, Committee Meetings and Workshops.

Content Management – Continue to update the design and implementation of the City Clerk content management web page format to improve delivery of City Clerk information and increase the number of daily web page hits from approximately 2,000 to 3,000, and encourage feedback from customers to promote better customer service.

Goal 2 Legislative Bureau

Service/Program

Document Imaging/Management System – Continue to increase monthly number of scanned City Clerk documents to build a more extensive database to reduce the number of requests for retrieval/refilling of current documents from the Records Center (archival City Council meeting folders and minutes, ordinances, resolutions, contracts); enable City staff to conduct their own research as appropriate; enable customers to access archived City Council meeting agenda items; and reduce costs related to staff time and copying.

Legislative Information Management System (LIMS) – Continue the implementation of the Daystar/Legistar legislative information management system and establish and conduct training programs for designated staff to facilitate design and installation of the system in other City departments.

Records Management Software Enhancements – Continue evaluation of implementation of the LIMS system and related parameters of networking the Microfilm (Division) to the Records Center with implementation of records management software and report writer software for records management forms.

Streaming Video System/Digital Minutes/LIMS System – Continue to utilize the Granicus streaming video system to enable digital recording of City Council meetings and other committee meetings and provide CD-ROM copies of meeting proceedings. Integrate the Granicus and Daystar/Legistar systems to provide the best solution for recording/indexing City Council meetings and committee meetings.

Department Goals and Related Services

Goal 3 Elections Bureau

Service/Program

Election Management Information System (EIMS) – Continue maintenance and support of a Windows-based EIMS that provides support for the planning and administration of the following election functions: Voter Registration Management; Precinct and District Module, Street Inventories; Office/Incumbent and Candidate Processing; Polling Place and Polling Location Planning and Inventory and Payroll. As a part of this operation, staff will also undertake: development of a Election Day Answering Guide (aimed to assist staff responding to Election Day telephone calls); update of the 2004 to 2006 Elections Plan (adopted by City Council in January 2002); contingency planning for enactment of SB 1730 (moving the March Primary Election to June of each even numbered year).

Poll-Worker Training – Refine and solidify poll worker training by limiting number of participants per class and increasing number of classes. Separate classes for inspectors, clerks, precinct coordinators and employees. Preparation of poll worker procedures manual for polling places. Develop a poll worker training video in conjunction with other local agencies that conduct stand alone elections.

Voter Education – Development of a voter education program for the April and June 2006 elections and develop a polling place locator with map and photo on election web page.

Electronic Campaign Finance Filing System – Continued maintenance, support and training for the electronic campaign finance filing system.

Statement of Economic Interests – Notify filers electronically. Provide interactive capabilities (print, sign and submit to filing officer) for all forms, and make forms available on the Fair Political Practices Commission (FPPC) website (www.fppc.ca.gov).

The 2004 to 2006 Elections Plan – Develop Telephone Answering Guide and update Elections Procedures.

Election Legislation – Continue to monitor legislation effecting elections, campaign finance and conflict of interest.

VIMS (Voter Information Management System) – Work with Los Angeles County Registrar-Recorder/County Clerk for training in the Voter Information Management System.

Fiscal Year 2004 Strategic Plan Accomplishments

Administration Bureau

- Developed a Department Employee Handbook to work in conjunction with City policies and Memorandum of Understanding (MOU) with labor groups.
- Completed organizational redesign plan, strategic plan, and career ladder job description reports.
- Began training of staff via continuing education, conferences and seminars related to: process mapping and problem solving, graphic design and layout, business writing, office productivity software use, City financial systems, records management technology, open meeting laws (Brown Act) and Public Records Act, poll worker procedures, campaign finance, Political Reform Act, and the California City Clerks Association annual and regional conferences.

Legislative Bureau

- Improved process of City Council agenda distribution utilizing copier system enhancements to decrease the number of agenda packets and consolidated scanning functions related to document imaging and Intranet/Internet publications.
- Installed and implemented Phase I of the Daystar/Legistar Legislative Information Management System (LIMS) in the City Clerk Department.
- Launched new City Clerk content management web page format as part of the Technology Services Department's Citywide project to improve delivery of City Clerk Information and increase number of daily hits to web page.
- Continued to build a more extensive database of City Clerk documents to reduce the number of requests for retrieval/refilling of current documents from the Records Center (archival City Council meeting folders and minutes, ordinances, resolutions, contracts).
- Continued to utilize the improvements to the Granicus streaming video system to enable digital recording of City Council meetings and began utilization of streaming video system for selected committee meetings.

Elections Bureau

- Successfully conducted the Primary Nominating Election of 2004 and the General Municipal Election of 2004.
- Posted campaign finance filings on Internet consistent with adopted City Council address redaction policy.
- Continued maintenance of On-Line Campaign Finance Filing Program for use beginning January 2004.

Fiscal Year 2004 Strategic Plan Accomplishments

- Tested, installed and evaluated the Elections Information Management System (EIMS).
- Issued a Request for Proposal for possible implementation of modern voting systems technology.
- Used GIS for precinct consolidation and verification of district boundaries and duplicate registrations.
- Conducted poll worker training in-house rather than outsourcing, with emphasis on provisional voting procedures and site check-in and assessment procedures.

Fiscal Year 2004 Department Opportunities and Challenges

Opportunities

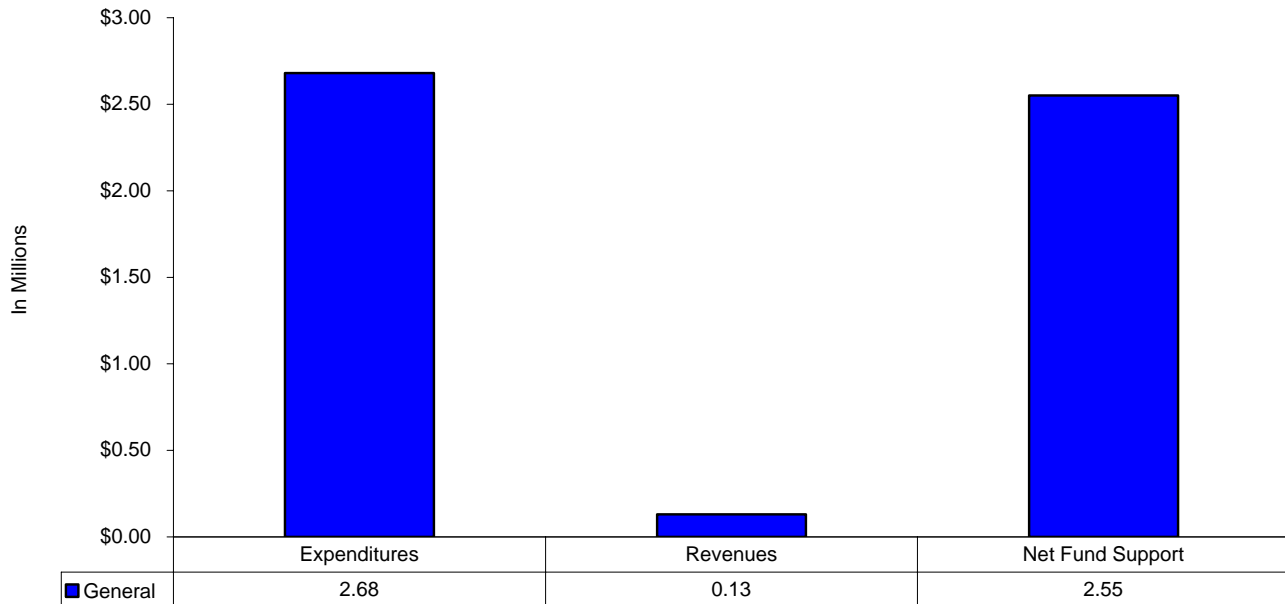
- Development and implementation of new organizational design, career ladders, and information systems that focus on the customer by leveraging the skills and abilities of a talented department staff.

Challenges

- Maintaining and expanding service levels without historically filled positions of Assistant City Clerk and Deputy City Clerk, and incrementally expanding the City Clerk Department's public education and outreach activities.

City Clerk Department Summary

Adopted* FY 05 Budget by Fund



	Actual FY 03	Adopted* FY 04	Adjusted FY 04	Year End** FY 04	Adopted* FY 05
Expenditures:					
Salaries, Wages and Benefits	1,375,871	1,900,531	1,775,531	1,570,446	1,794,164
Materials, Supplies and Services	617,448	912,780	912,780	680,590	432,241
Internal Support	220,021	278,732	278,732	300,490	312,740
Capital Purchases	-	-	400,000	400,100	-
Debt Service	-	-	-	46,162	138,485
Transfers from Other Funds	-	-	-	-	-
Prior Year Encumbrance	-	-	-	-	-
Total Expenditures	2,213,340	3,092,043	3,367,043	2,997,787	2,677,630
Revenues:					
Property Taxes	-	-	-	-	-
Other Taxes	-	-	-	-	-
Licenses and Permits	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-
Use of Money & Property	-	-	-	-	-
Revenue from Other Agencies	-	-	-	-	-
Charges for Services	4,299	3,400	3,400	2,616	1,900
Other Revenues	167,498	1,275	1,275	326,488	525
Interfund Services - Charges	-	-	-	-	-
Intrafund Services - GP Charges	91,012	166,877	166,877	79,436	124,000
Harbor P/R Revenue Transfers	-	-	-	-	-
Other Financing Sources	-	-	275,000	400,100	-
Operating Transfers	-	-	-	-	-
Total Revenues	262,809	171,552	446,552	808,640	126,425
Personnel (Full-time Equivalents)	29.00	29.00	29.00	29.00	19.50

* Amounts exclude all-years carryover. See budget ordinance in the front section of this document.

** Unaudited

City Clerk Department Personal Services

Classification	FY 03 Adopt FTE	FY 04 Adopt FTE	FY 05 Adopt FTE	FY 04 Adopted Budget	FY 05 Adopted Budget
City Clerk	1.00	1.00	1.00	105,818	107,722
Administrative Aide II	1.00	1.00	-	45,819	-
Administrative Analyst III	1.00	1.00	-	61,930	-
Assistant City Clerk	1.00	1.00	-	101,082	-
Chief Deputy City Clerk	2.00	2.00	-	141,235	-
City Clerk Analyst	-	-	5.00	-	322,459
City Clerk Assistant	-	-	2.50	-	88,586
City Clerk Specialist	-	-	9.00	-	506,949
Clerk Typist I	1.00	1.00	-	32,090	-
Clerk Typist II	1.00	1.00	-	32,359	-
Clerk Typist III	1.00	1.00	-	30,535	-
Clerk Typist IV	1.00	1.00	-	40,430	-
Deputy City Clerk I	6.00	6.00	-	315,115	-
Deputy City Clerk II	1.00	1.00	-	49,085	-
Election Employee/1	1.00	1.00	-	23,363	-
Election Employee/5	1.00	1.00	-	25,503	-
Election Employee/6	4.00	4.00	-	112,660	-
Election Supervisor	1.00	1.00	-	40,430	-
Elections Bureau Manager	-	-	1.00	-	80,119
Executive Secretary	1.00	1.00	-	40,977	-
Legislative Bureau Manager			1.00	-	84,288
Microfilm Technician	1.00	1.00	-	33,655	-
Records Manager-City Clerk	1.00	1.00	-	61,936	-
Senior Minute Clerk	1.00	1.00	-	44,662	-
Special Projects Officer-City Clerk	1.00	1.00	-	71,850	-
Subtotal Salaries	29.00	29.00	19.50	1,410,535	1,190,123
Overtime	---	---	---	20,600	13,030
Fringe Benefits	---	---	---	405,656	546,229
Administrative Overhead	---	---	---	63,741	44,781
Salary Savings	---	---	---	---	---
Total	29.00	29.00	19.50	1,900,531	1,794,164